

TENNESSEE DEPARTMENT OF FINANCE AND ADMINISTRATION
Info Sys Tech Con – Supporting IT Academy

Job Summary: Reports to IT Academy Manager and is responsible for managing all functional areas assigned as well as sub project implementation.

Responsibilities:

- Work with the IT Academy manager and all concerned internal parties to update and maintain the IT Academy contract and provide ongoing oversight.
- Track and monitor all SOWs and Invoicing for the IT Academy program.
- Track, monitor and communicate the budget and spending patterns to management and the team.
- Collaborate with the IT Academy vendor to ensure all project deliverables are on time and within scope.
- Work with management and the IT Academy vendor to ensure that the curriculum paths are reviewed on schedule and any updates are done in a timely manner
- Perform all activities around the curriculum path reviews.
- Ensure that any requested webinars and workshops are delivered on time while providing thought leadership to the content and deliverable.
- Oversee the marketing and program measurement efforts for the IT Academy program
- Works with IT Academy vendors to ensure Knowledge Portal reporting is reflected correctly while further ensuring the correct type of reports are represented.

Minimum Qualifications

Bachelor's degree in a Learning or Business related field. Relevant professional business, training and continual service improvement experience may be substituted for the required degree.

- Five years of experience managing operations and functions.
- Excellent interpersonal, written, and verbal communication skills.
- Excellent time management, organization, and prioritization skills.

Preferred Qualifications:

- Prior Continual Service Improvement experience is a plus.
- Prior vendor management and contract management experience is a plus.

Knowledge, Skills, Abilities, Competencies:

1. Drive for Results – Critical thinking
2. Customer Focus
3. Excellent Decision Making Quality
4. Problem Solving
5. Continuous Improvement
6. Planning and Preparation

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7. Innovation
8. Functional/Technical Competency
9. Priority Setting
10. Self-Development
11. Learning on the Fly
12. Time Management

The State of TN is an Equal Opportunity Employer.

Resumes should be submitted via email to EIT.Resumes@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.